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5 December 1955

Plans & Policy Staff/OTR

ATTN :

[Redacted]

Statistics for Five Year OTR Report

1. As agreed upon in earlier discussion with you, statistics for the OTR Five Year Report are set forth in the following manner: Totals for each school, i.e., Basic, Intelligence, Operations, and Language and External Training; January 1951 through December 1955. A list of courses tabulated for each school is also attached. A grand total is shown with sub-totals for the three major components - DDI, DDS, and DDP. Further break-down by courses is available upon request.

2. The following training or orientation has not been included in the attached report:

- A. UTGA General; UTGA Russian; Basic and Interim Study; Reception and Interim Training (for provisional and fully cleared personnel).
- B. CIA Presentation Program 1952 and 1953, 1 hour each lecture.
- C. Attendance at individual lectures at Defense School is arranged by OTR (for example, 484 attended lectures at IGOAF in 1954).
- D. Group attending a series of part-time lectures at FSI in 1953.
- E. Russian Lecture Series (in English).
- F. Self-Study at CIA Language Laboratory.

3. Clerical Induction, full-time and part-time, for 1952 records are not complete - totals are approximate.

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Registrar, OTR

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BASIC SCHOOL - FULL TIME

Courses Included in:

1951 Totals:	Basic Orientation Course Administrative Procedures Staff Indoctrination Course	
1952 Totals:	Basic Orientation Course Administrative Procedures Staff Indoctrination Course Instructional Techniques Reports Course Clerical Induction	Started in 52 Started in 52 Transferred to OTR in 52
1953 Totals:	Basic Orientation Course Administrative Procedures Staff Indoctrination Course Administrative Support Staff Indoctrination Course Instructional Techniques Reports Course Clerical Induction	Started in 53
1954 Totals:	Basic Orientation Course Administrative Procedures Administrative Support Instructional Techniques Clerical Induction	
1955 Totals:	Basic Orientation Course Administrative Procedures Administrative Refresher Operations Support Instructional Techniques Interviewing and Reporting Clerical Induction	Started in 55 Started in 55

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BASIC SCHOOL - PART TIME

Courses Included in:

1951 Totals: Clerical Refresher Course

1952 Totals:	Human Resources	Started in 1952
	Clerical Induction	Transferred to OTR 19 May 52
	Clerical Orientation	Started Sept 1952
	Filing Course	Special Course in 1952
	Clerical Refresher	

1953 Totals: Human Resources
Clerical Induction
Clerical Orientation
Clerical Refresher
Special Clerical Training

1954 Totals:	Clerical Intelligence Terminology	Two offerings only in 54
	Human Resources	
	Non-Clerical Typing	Started in 1954
	Basic Management	Started in 1954
	Basic Supervision	Started in 1954
	Clerical Induction	
	Clerical Orientation	
	Clerical Refresher	
	Clerical Re-orientation	Started in 1954
	Special Clerical Training	

1955 Totals:	CIA Review	Started in 1955
	Effective Writing	Started in 1955
	Speech Course	Started in 1955
	Basic Management	
	Basic Supervision	
	Clerical Induction	
	Clerical Orientation	
	Clerical Refresher	
	Non-Clerical Typing	
	Special Clerical Training	

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BASIC SCHOOL - PART-TIME

1951 - 1955

Courses Included in:

1951 Totals: National Intelligence Orientation
CIA Introduction

1952 Totals: National Intelligence Orientation
CIA Introduction

1953 Totals: National Intelligence Orientation
CIA Introduction

1954 Totals: National Intelligence Orientation
CIA Introduction

1955 Totals: National Intelligence Orientation
CIA Introduction

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INTELLIGENCE SCHOOL -- FULL-TIME

1951 - 1955

Courses Included in:

1951 Totals: Communist Party Operations or World Communism

1952 Totals: Communist Party Operations or World Communism

**1953 Totals: Communist Party Operations or World Communism
Intermediate Intelligence Course (Scientific)**

**1954 Totals: Communist Party Operations or World Communism
Intermediate Intelligence Course (Scientific)
Intelligence Principles & Methods (Started in 1954)**

**1955 Totals: World Communism
Intelligence Principles & Methods
Contact/GO Refresher Course (Started in 1955)**

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INTELLIGENCE SCHOOL - PART-TIME

1951 - 1955

Courses Included in:

1951 Totals: Reading Improvement

1952 Totals: Reading Improvement
Intelligence Reporting (Started in 1952)

1953 Totals: Research Techniques (Started in 1953)
Reading Improvement

1954 Totals: Reading Improvement
Advanced Reading Improvement (Started in 1954)
French Reading Improvement (Started in 1954)
Intelligence Writing (Started in 1954)
Intelligence Briefing (Started in 1954)
ODS Intelligence Refresher (Started in 1954)

1955 Totals: Reading Improvement
Advanced Reading Improvement
Special Reading Improvement
French Reading Improvement
Intelligence Writing
Intelligence Briefing
Conference Leadership (Started in 1955)

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OPERATIONS SCHOOL - PART TIME

Courses Included in:

1952 Totals:	Economic Warfare Seminar	First Offered
	Maritime Orientation	
1953 Totals:	Maritime Orientation	
1954 Totals:	War Plans Seminar	
1955 Totals:	Soviet Orbit Operations Seminar	First Offered
	Special Clandestine Services	
	Orientation	First Offered in May 55

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INTERNAL LANGUAGE - PART TIME
1951 - 1955

Courses Included in:

1951 - No Language Courses Offered

1952 Totals: Beginning Afrikaans
French
Beginning French
French A-1
French A-2
Advanced French
Special French Translation
German
German A
German B
German A-1
German A-2
German A-3
Special German
Italian
Beginning Italian
Italian A
Advanced Italian
Special Italian
Russian
Beginning Spanish
Spanish A-2
Advanced Spanish
Special Spanish

1953 Totals: Elementary Chinese
Chinese Refresher Reading
Mandarian Chinese
Dutch Reading
Dutch A-1
French
Special French
Spoken French
Elementary French, Phase II
Special Reading French
Special Translation French
Elementary Spoken German
German Reading
Special German

Italian
Elementary Spoken Italian
Special Italian
Elementary Conversational Japanese
Elementary Conversational & Written Japanese
Persian
Polish
Russian
Russian B
Spanish
Elementary Spoken Spanish
Special Spanish

1954 Totals: Written and Spoken Albanian
Elementary Arabic
Intermediate Arabic
Elementary Chinese
Elementary Reading Chinese
Elementary Czech, Phase I
Elementary French Reading
Elementary Spoken French, Phase I
Elementary Spoken French, Phase II
Elementary Spoken German, Phase I
Elementary Spoken German, Phase II
Intermediate German
Elementary German Reading, Group A
Elementary German Reading, Group B
Hungarian
Basic Italian
Elementary Japanese, Phase I, Group A
Elementary Japanese, Phase I, Group B
Elementary Japanese, Phase I, Group C
Elementary Persian
Written Persian
Persian, Phase II
Persian Familiarization
Persian Orientation
Polish
Elementary Polish
Elementary Portuguese Reading
Basic Russian
Intermediate Russian
Elementary Russian, Phase I
Elementary Russian, Phase II
Elementary Russian Reading, Phase I, Group A
Elementary Russian Reading, Phase I, Group B
Elementary Russian Reading, Phase I, Group C
Elementary Russian Reading, Phase II
Elementary Russian Reading, OCR Group

Special Russian Reading, NSA Group
Scientific Russian Reading
Economic Russian Reading
Intermediate Russian Conversation
Review of Russian Essentials
Russian Familiarization
Elementary Spanish Reading
Spoken Spanish, Phase I

1955 Totals: Chinese Reading
Elementary Czech, Phase II
Elementary Spoken French, Phase I
Elementary Spoken French, Phase II
Elementary Spoken German, Phase I
Elementary Spoken German, Phase II
Elementary German Reading
Special Intermediate German Reading
Intermediate German
Semi-Intensive German
German Language Familiarization
Applied German Translation
Elementary Spoken Italian, Phase I
Intermediate Italian Reading
Elementary Spoken Japanese
Elementary Romanian Reading
Beginning Russian, NSA Group
Elementary Russian Reading, Phase I
Elementary Russian Reading, Phase II
Elementary Russian Reading, OCR Group
Intermediate Russian Reading, OCR Group
Advanced Russian Reading, Phase II
Economic Russian Reading
Elementary Russian, Phase II
Elementary Russian, NSA Group
Intermediate Russian, Phase I
Intermediate Russian, Phase II
Short Course in Elementary Russian (Evening)
Short Course in Elementary Russian, OCR Group
Scientific Russian
Russian Familiarization
Russian Interrogation Course
Elementary Spoken Spanish, Phase I
Translation Workshop in East European Languages
Elementary Miscellaneous East European Language Course

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EXTERNAL TRAINING - FULL TIME

Courses Included in:

1951 Totals: Program E - Near East
Miscellaneous Area and Language
National War College
Naval Intelligence School
Strategic Intelligence School
Naval War College
Officers Candidate School

1952 Totals: Advanced Management - Harvard Started 1952
Program E - Near East
Program C - Germany Started 1952
Miscellaneous Area and Language
SRS Group - Georgetown Started 1952
Area and Language - FSI Started 1952
IBM - Endicott, N. Y. Started 1952
Other Miscellaneous Training Started 1952
National War College
Naval Intelligence School
Strategic Intelligence School
Armed Forces Staff College Started 1952
Air War College Started 1952
Army War College Started 1952
Naval War College
Industrial College of the Armed
Forces Started 1952
Intelligence Staff Officers
Course Started 1952
Air Weapons Orientation Started 1952
Atomic Weapons Orientation Started 1952
Industrial Orientation - Naval
Gun Factory Started 1952
Officers Candidate School

1953 Totals: Advanced Management - Harvard
Program A - Near East Started 1953
Program E - 13 weeks Started 1953
Program C - Germany
Program G - Japan Started 1953
Army, Navy Language Schools Started 1953
Area and Language - Georgetown Started 1953
SRS Group - Georgetown
Area and Language - FSI
Miscellaneous Area and Language
IBM - Endicott, N. Y.
Other Miscellaneous Training
Naval War College
Strategic Intelligence School
Armed Forces Staff College

1953 Totals Continued:

Air War College	
Army War College	
Naval War College	
Industrial College of the Armed Forces	
Intelligence Staff Officers Course	
Air Weapons Orientation	
Atomic Weapons Orientation	
Counter-Intelligence School	Started 1953
Officers Candidate School	
Miscellaneous Defense Schools	Started 1953

1954 Totals: Advanced Management - Harvard
Program A - Near East
Program E - 13 weeks
Program C - Germany
Program G - Japan
Army, Navy Language Schools
Area and Language - Georgetown
Area and Language - FSI
Miscellaneous Area and Language
IBM - Endicott, N. Y.
Other Miscellaneous Training
National War College
Naval Intelligence School
Strategic Intelligence School
Armed Forces Staff College
Air War College
Army War College
Naval War College
Industrial College of the Armed Forces
Air Weapons Orientation
Atomic Weapons Orientation
Officers Candidate School
Miscellaneous Defense Schools

1955 Totals: Advanced Management - Harvard
Program E - 13 weeks
Program C - Germany
Army, Navy Language Schools
Area and Language - Georgetown
Area and Language - FSI
Miscellaneous Area and Language
IBM - Endicott, N. Y.
Other Miscellaneous Training
National War College
Strategic Intelligence School
Armed Forces Staff College
Air War College

1955 Totals Continued:

Army War College
Naval War College
Industrial College of the Armed Forces
Air Weapons Orientation
Officers Candidate School
Miscellaneous Defense Schools

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EXTERNAL TRAINING - PART-TIME

1951 - 1955

Courses Included in:

1951 Totals: Georgetown - Area & Language
Foreign Services Institute - Area & Language
Miscellaneous - Area & Language (Includes SALS
Area Program)
International Business Machines - Washington, D. C.
Miscellaneous Courses

1952 Totals: Georgetown - Area & Language
Georgetown - Special Reading Scientific Russian
(Started in 1952)
Foreign Services Institute - Area & Language
Miscellaneous - Area & Language
International Business Machines - Washington, D. C.
Technical Courses (Started in 1952)
Economic Courses (Started in 1952)
Miscellaneous Courses

1953 Totals: Georgetown - Area & Language
Georgetown - Special Reading Scientific Russian
Foreign Services Institute - Area & Language
Miscellaneous - Area & Language
International Business Machines - Washington, D. C.
Technical Courses
Economic Courses
Miscellaneous Courses

1954 Totals: Georgetown - Area & Language
Georgetown - Special Reading Scientific Russian
Foreign Services Institute - Area & Language
Miscellaneous - Area & Language
International Business Machines - Washington, D. C.
Technical Courses
Economic Courses
Miscellaneous Courses

1955 Totals: Georgetown - Area & Language
Georgetown - Special Reading Scientific Russian
Foreign Services Institute - Area & Language
Miscellaneous - Area & Language
International Business Machines - Washington, D. C.
Technical Courses
Economic Courses
Miscellaneous Courses

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